

MDEStat Meeting

January 24, 2011



Robert M. Summers, Acting Secretary

Sue Battle-McDonald, Stat Director

Table 1: Mandatory Training: Targets and Progress as of 1/24/11

Training Topic	Number Required to Have Training	Number of Employees Trained of Those Required to Have It	Target Completion Date as Reported in October 2010	Current Target Completion Date
Domestic Violence	973	831	2/17/11	6/02/11
Progressive Discipline*	234	231	11/17/10	5/05/11
Recruitment and Hiring*	234	230	12/07/10	3/17/11
Sick Leave*	234	231	12/07/10	3/17/11
PEP - revised	234	195	12/07/10	3/17/11
EEO	234	211	12/07/10	3/10/11
ADA	234	207	12/07/10	3/10/11
Management Training-Skillsoft or BCCC	234	172	12/31/11	6/30/12
Driver Improvement	As Needed	792	6/30/10	N/A
Travel (State Guidelines)	As Needed		Provided as Needed	N/A
Accountability (to include Contract Management Overview)		TBD FY 11		

* Since we have close to 100% coverage for these training topics, on Table 2 we highlighted information about who still needs them. They include two administration directors and at least two recent hires.

**Table 3: MDE Sole Source Procurements,
November- January 18, 2011**

Date Approved	Administration	Sole Source Vendor	Type of Contract (IT, Svc. Com.)	Dollar Value
11/4/2010	OIMT	CGI Technology & Solutions Inc.	Service	\$ 125,000.00
11/9/2010	ARMA	EnTech Instruments Inc.	Commodities	\$ 100,139.00
11/9/2010	ARMA	Teledyne - API	Commodities	\$ 61,851.99
11/19/2010	ARMA	Met One Instruments	Service	\$ 22,290.00
1/13/2011	OIMT	Iron Mountain	Service	\$ 23,600.00

Table 4: Small Business Reserve, U00B0400046 Authorizations, June 8, 2010 to Present

Purchase Order #	Vendor	Dollar Amount	Remaining Dollars on Purchase Order
U00P0401422	CLM	\$72,384	\$49,972.80
U00P1400035	CLM	\$46,400	\$27,579.00
U00P1400218	Chesapeake Environmental Management	\$130,000	\$30,000.00

Total dollars remaining on BPO: \$351,216.00

Table 5: Teleworking and Compressed Work Week Utilization

Admin	Number of Employees	Number of Employees Recorded as Regularly Teleworking	Number of Employees Regularly Working CWW Schedules
ARMA	163	33	6
ASA	85	2	8
LMA	230	5	19
OS/CO	91	6	20
SSA	88	9	2
WMA	263	18	61
Total	920	73	116

**Table 6: MDE Energy Consumption, KW/hr
Reductions Compared to 06/07 Baseline**

Goals (reductions from the 06/07 baseline): 5% by CY09 10% by CY10 15% by CY15							
	2006/7 Baseline	2008/9 Usage	Δ	2009/10 Usage	Δ	2010/11 Usage	Δ
September	447,300	459,900	+3%	397,600	-15%	373,800	-21%
October	395,500	377,300	-5%	367,500	-11%	331,800	-20%
November	317,800	308,000	-3%	280,000	-21%	292,600	-17%
December	332,500	289,100	-13%	273,700	-13%	270,900	-14%
January	349,300	296,100	-15%	280,700	-20%		
February	338,100	260,400	-23%	248,500	-27%		
March	339,500	290,500	-14%	267,400	-21%		
April	353,500	308,700	-13%	313,600	-11%		
May	381,000	330,400	-13%	336,700	-12%		
June	405,700	401,100	-1%	361,900	-11%		
July	451,500	406,700	-10%	399,000	-12%		
August	468,300	442,400	-6%	427,000	-9%		
12 month totals	4,580,000	4,170,600	-9%	3,953,600	-14%		

**Table 7: MDE HELP DESK CALLS from
October 1, 2010 to December 31, 2010**

	# of Help Desk Calls Received	# of Help Desk Calls Closed	Percentage of Calls	Number of Calls Closed <= 1 business day	Number of Calls Closed 2 to 5 business Days	Number of Calls Open >5 Business Days	
ARMA	380	361	14%	263	97	1	
ASA	500	487	18%	359	125	3	
LMA	512	485	18%	325	160	0	
OS/CO	278	270	10%	165	104	1	
SSA	382	358	14%	215	138	5	
WMA	747	729	27%	484	244	1	
TOTALS	2,799	2,690	100%	1811	868	11	2,690